

Credit Card Processing

Setting Up

Caregivers and volunteers who will be accompanying girls at cookie booths should download the Digital Cookie app before the day of the booth so that they can accept credit card payments.

- Download the app now from the Google Play store or the iTunes store.
- Caregivers and volunteers must have completed their initial log in and registration through the Digital Cookie website and published their girls' and troops' site to have access to the app.
- **Troops must have the troop link set up and published to be able to take credit card orders as a troop.**
 - Volunteers who do not have a Girl Scout in their household and are not the troop lead in Digital Cookie will not have access to the Digital Cookie app and will not be able to take credit card payments at booths. Troops can consider submitting a Volunteer Responsibility Form for this volunteer to be added in eBudde, then assigning the volunteer as the troop lead for the troop's Digital Cookie site.
 - eBudde view-only users are not added as volunteers in Digital Cookie and cannot be selected as the troop lead.

Accepting Payments

Follow the steps below to process credit card payments at cookie booths and on walkabouts. More detailed instructions and screenshots can be found here.

1. Open the Digital Cookie app and make sure you're logged in.
 2. Select whether the order is being processed under a Girl Scout or through the troop link.
 3. Select "New Cookie Order."
 4. Use the - and + buttons to enter number of packages of each variety that the customer is purchasing.
 5. Select "Give cookies to customer now," then "Review Order."
 6. Have the customer place their card on the sales table or in a box.
 7. "Scan Card" and use the phone's camera to capture the card information.
- Note: Screenshots are disabled when in this mode and this does not actually take a picture of the card.
8. Select "Place Order" then step back and have the customer retrieve their card.
 9. Give them the cookies they purchased.
 10. Say thank you!

Allocating Cookies and Payments in eBudde

Individual Booths

Credit card purchases processed as a girl — package and payment information are automatically allocated to the girl and no further action is needed.

- Step 1** – Click the **Girl Orders** tab.
- Step 2** – Click on the line with the girl's name.
- Step 3** – Click the **Add Transaction** button.
- Step 4** – Green boxes will appear across the bottom of the screen.
- Step 5** – Put the booth location and date in the first box. (Example: Walmart 2/14)
- Step 6** – Record the total number of packages and cash payment information in the booth column.
- Step 7** – Click the **OK** button on the bottom right or hit **Enter**.
- Step 8** – Click the **Save** button on the top left.
- Step 9** – Click the **Return to Summary View**.

Troop Booths

Credit card purchases payment information is automatically allocated to the troop. The following steps must be taken to make these packages available to allocate to participating girls:

- Step 1** – Click the **Girl Orders** tab.
- Step 2** – Click on the **Troop ####** line.
- Step 3** – Click the **Add Transaction** button.
- Step 4** – Green boxes will appear across the bottom of the screen.

Step 5 – Put the booth location and date in the first box. (Example: Walmart 2/14)

Step 6 – Enter negative payment information for the booth sales, and negative package information for any Operation Salute donations. Be sure to note the number of donation packages received.

Step 7 – Click the **OK** button on the bottom right or hit **Enter**.

Step 8 – Click the **Save** button on the top left.

Step 9 – Click the **Return to Summary View**.

Next, distribute the booth cookies using the Record Booth Sale button, as described below.

Record booth sale totals and distribute to girls:

- Step 1** – Click the **Girl Orders** tab.
- Step 2** – Click on **Record Booth Sale**.
- Step 3** – Select the booth slot.
- Step 4** – Enter the number of packages sold in the appropriate columns.
- Step 5** – Select which girls participated in the booth.
- Step 6** – Click **Distribute** then click **Submit Sale**.

